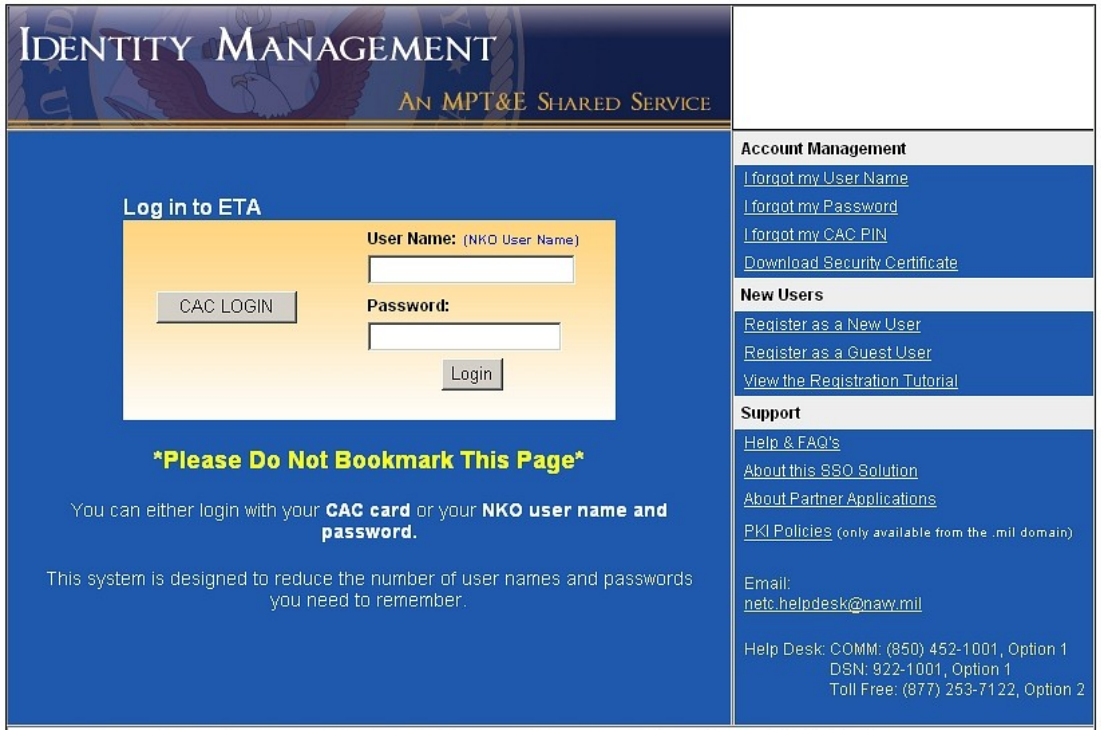
WebTA User Guide for Sailors

SEPTEMBER 2010

Log-In


IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
Log in to ETA
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@navy.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

- The current WebTA URL is https://myeducation.netc.navy.mil
- Once you access WebTA you can use CAC or NKO user name and password to log-in

Do you have all the information you need?

- Please go to the Navy College Website and review the paper TA application.
- If you can complete all of those fields, webTA will be a breeze!
- Here’s the link to get you started.

  https://www.navycollege.navy.mil/nta.cfm#form

What if I can't process TA because my UIC is missing?

- The UIC information is populated from the personnel table. If it's a new UIC or the system has never issued TA for that UIC, you may get an error message with a placeholder in the UIC field.
- If you are having an issue with your assigned UIC being 'DUMMY', go to the command admin office and have them provide you with the following information:
  - UIC
  - The last 4 of your SSN
  - Your Last Name, First Name and Middle Initial
- E-mail this information to the VEC at VEC@navy.mil or your servicing NCO.
- You will receive an e-mail when you can go into webTA.
- This process changes the UIC in NCMIS temporarily. It will remain in place until the Master Personnel Database and NCMIS are matched again.
- If you do not submit a webTA application before the UIC information is matched again, you will have to repeat the steps above.

Your Mandatory Fields

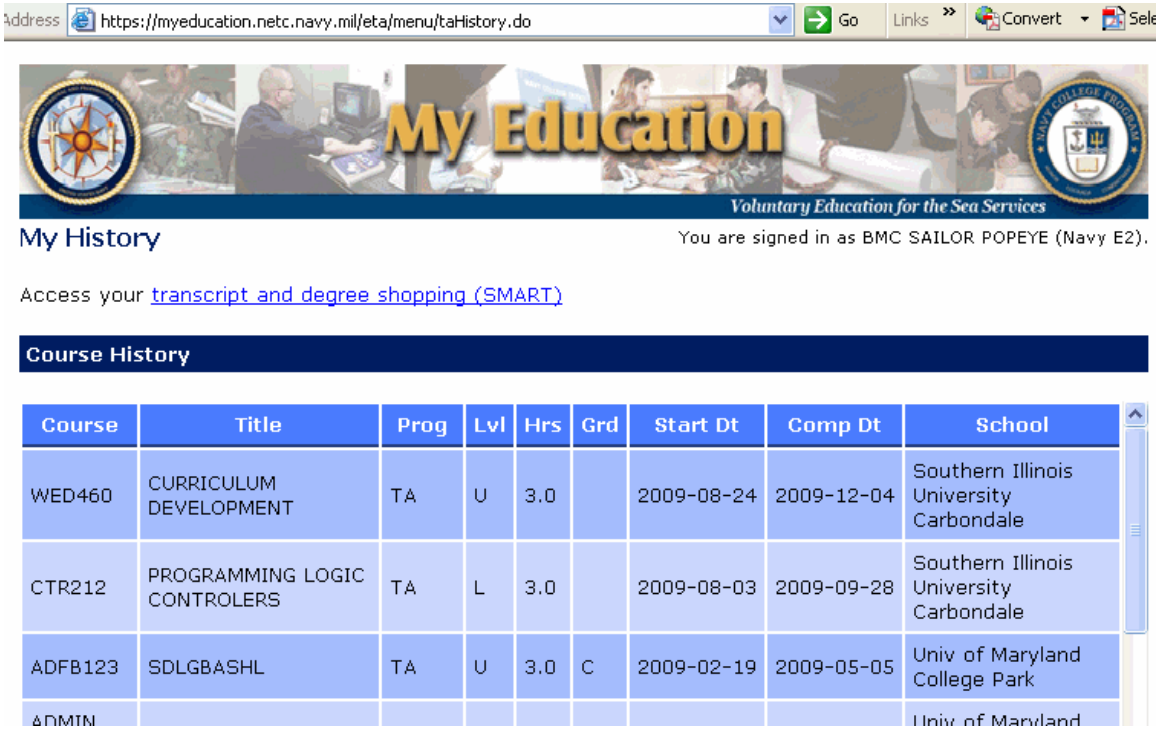
- You MUST provide this information:
  - Applicant e-mail Address
  - CO or By Direction Authority's e-mail Address may NOT be the same as your e-mail Address.
  - Daytime Phone Number or DSN is required.
  - GI Bill Enrollment Status is required.
  - Immediate Academic Goal is required.
  - Term Start Date is required.
  - Term End Date is required.
  - All course information fields are required
    - Have your course catalog available for easy entry

My Education

My Education
Voluntary Education for the Sea Services
Navy College Program
Coast Guard Institute
Sign In Successful
Welcome, BMC SAILOR POPEYE (Navy E2).
You are now signed in.
Please select one of the following options to continue:
My Tuition Assistance (WebTA)
My Profile
My History
My Missing Grades

- My Tuition Assistance (WebTA)
- My Profile
- My History
- My Missing Grades
- My Transcript/Degree Shopping (SMART)

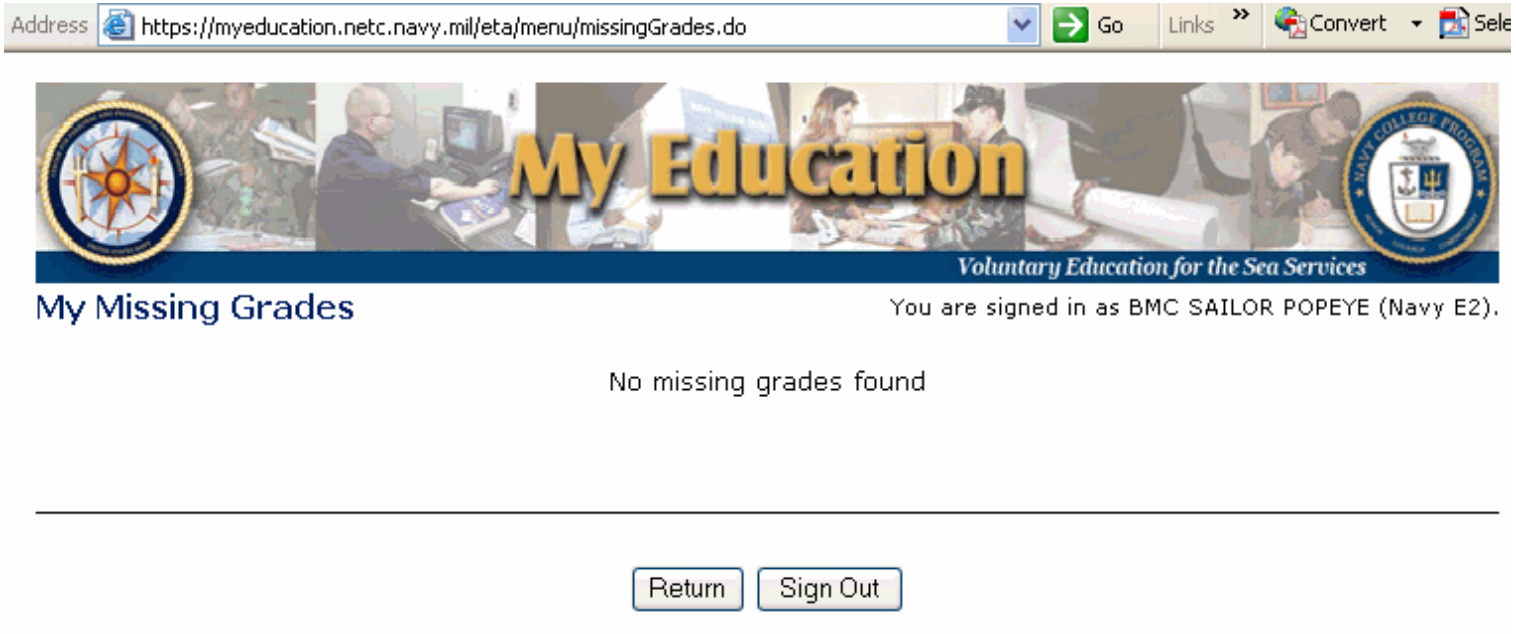
My History



Course	Title	Prog	Lvl	Hrs	Grd	Start Dt	Comp Dt	School
WED460	CURRICULUM DEVELOPMENT	TA	U	3.0		2009-08-24	2009-12-04	Southern Illinois University Carbondale
CTR212	PROGRAMMING LOGIC CONTROLERS	TA	L	3.0		2009-08-03	2009-09-28	Southern Illinois University Carbondale
ADFB123	SDLGBASHL	TA	U	3.0	C	2009-02-19	2009-05-05	Univ of Maryland College Park
ADMIN								Univ of Maryland

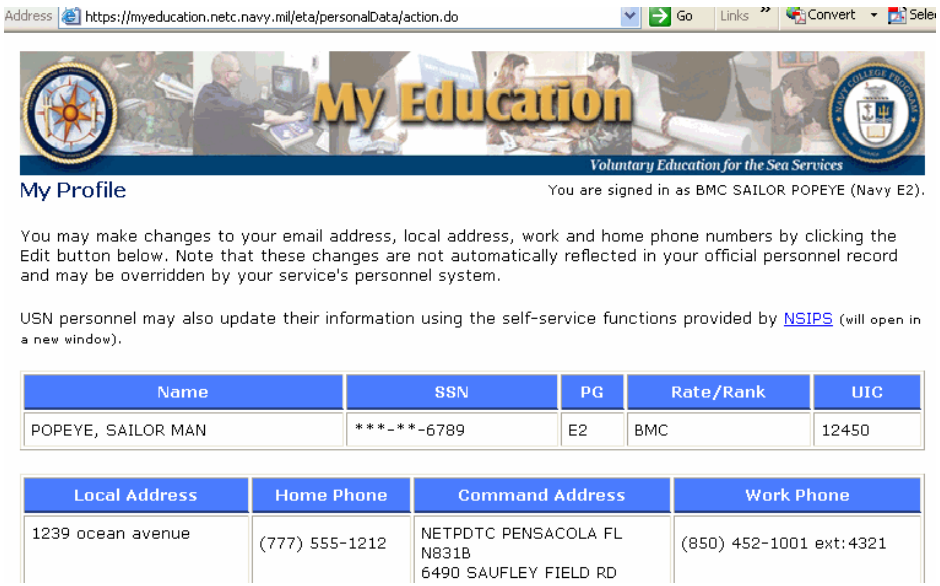
- Courses taken
- Courses with funds owed
- Total number of courses
- Number of credits authorized in this FY
- Test History (CLEP, DSSTs and Excelsior)

My Missing Grades



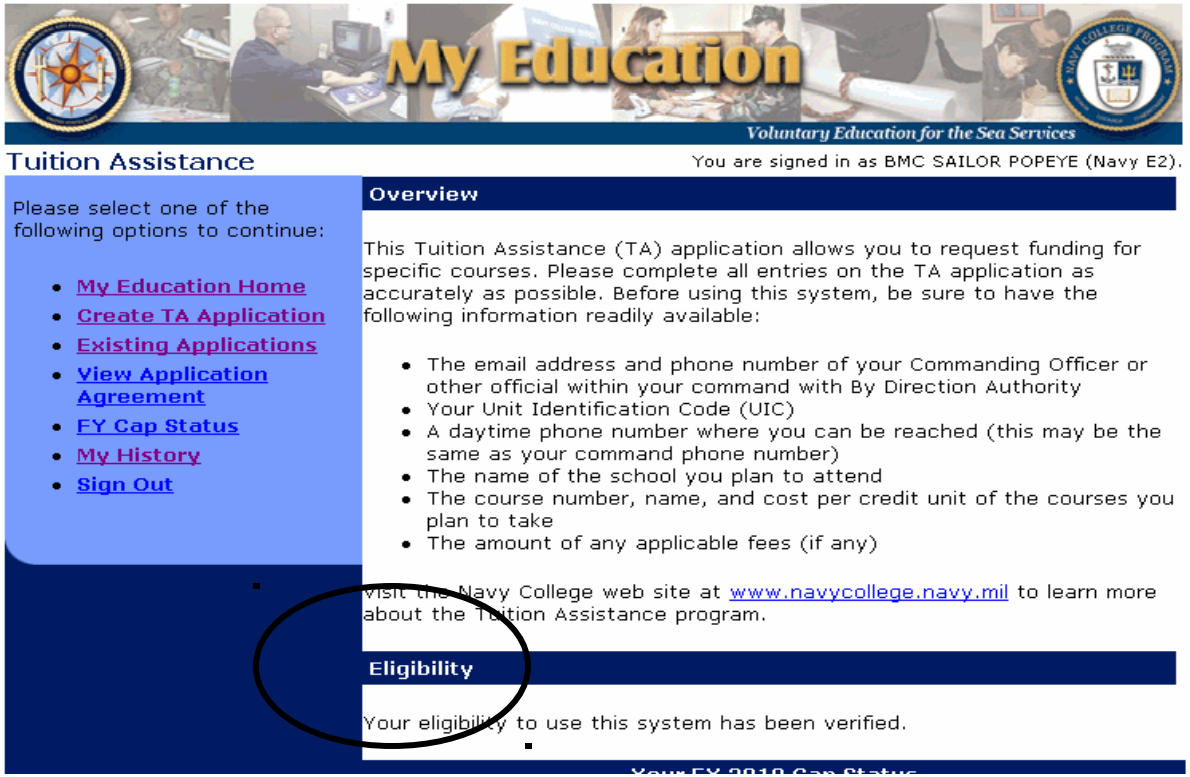
- Displays courses with missing grades

My Profile


Address https://myeducation.netc.navy.mil/eta/personalData/action.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
My Profile
You are signed in as BMC SAILOR POPEYE (Navy E2).
You may make changes to your email address, local address, work and home phone numbers by clicking the Edit button below. Note that these changes are not automatically reflected in your official personnel record and may be overridden by your service's personnel system.
USN personnel may also update their information using the self-service functions provided by NSIPS (will open in a new window).
Name
SSN
PG
Rate/Rank
UIC
POPEYE, SAILOR MAN
***-**-6789
E2
BMC
12450
Local Address
Home Phone
Command Address
Work Phone
1239 ocean avenue
(777) 555-1212
NETPDTC PENSACOLA FL
N831B
6490 SAUFLEY FIELD RD
(850) 452-1001 ext:4321

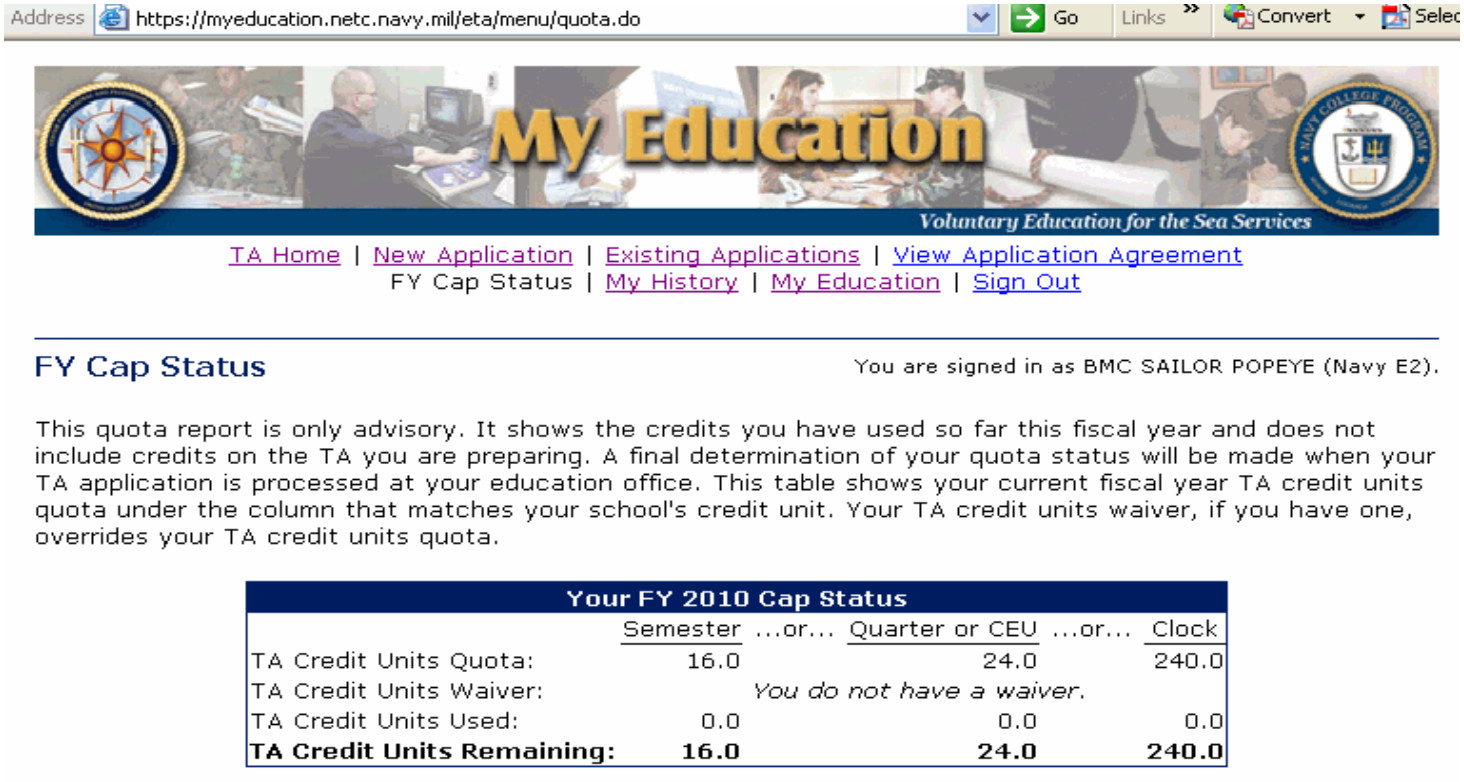
- Allows you to make changes to your email address, local address, work and home phone number by clicking the Edit
- These changes are not reflected in your official personnel record

My Tuition Assistance (WebTA)


My Education
Voluntary Education for the Sea Services
Tuition Assistance
You are signed in as BMC SAILOR POPEYE (Navy E2).
Please select one of the following options to continue:
My Education Home
Create TA Application
Existing Applications
View Application Agreement
FY Cap Status
My History
Sign Out
Overview
This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:
The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
Your Unit Identification Code (UIC)
A daytime phone number where you can be reached (this may be the same as your command phone number)
The name of the school you plan to attend
The course number, name, and cost per credit unit of the courses you plan to take
The amount of any applicable fees (if any)
Visit the Navy College web site at www.navycollege.navy.mil to learn more about the Tuition Assistance program.
Eligibility
Your eligibility to use this system has been verified.

- "Eligibility" either welcomes you as eligible or details any eligibility issues

FY Cap Status


Address https://myeducation.netc.navy.mil/eta/menu/quota.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
FY Cap Status
You are signed in as BMC SAILOR POPEYE (Navy E2).
This quota report is only advisory. It shows the credits you have used so far this fiscal year and does not include credits on the TA you are preparing. A final determination of your quota status will be made when your TA application is processed at your education office. This table shows your current fiscal year TA credit units quota under the column that matches your school's credit unit. Your TA credit units waiver, if you have one, overrides your TA credit units quota.
Your FY 2010 Cap Status
Semester ...or... Quarter or CEU ...or... Clock
TA Credit Units Quota: 16.0 24.0 240.0
TA Credit Units Waiver: You do not have a waiver.
TA Credit Units Used: 0.0 0.0 0.0
TA Credit Units Remaining: 16.0 24.0 240.0

- Provides existing TA Application Status Description

Create TA Application

My Education
Voluntary Education for the Sea Services
Tuition Assistance
You are signed in as BMC SAILOR POPEYE (Navy E2).
Please select one of the following options to continue:
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Existing Applications
View Application Agreement
FY Cap Status
My History
Sign Out
Overview
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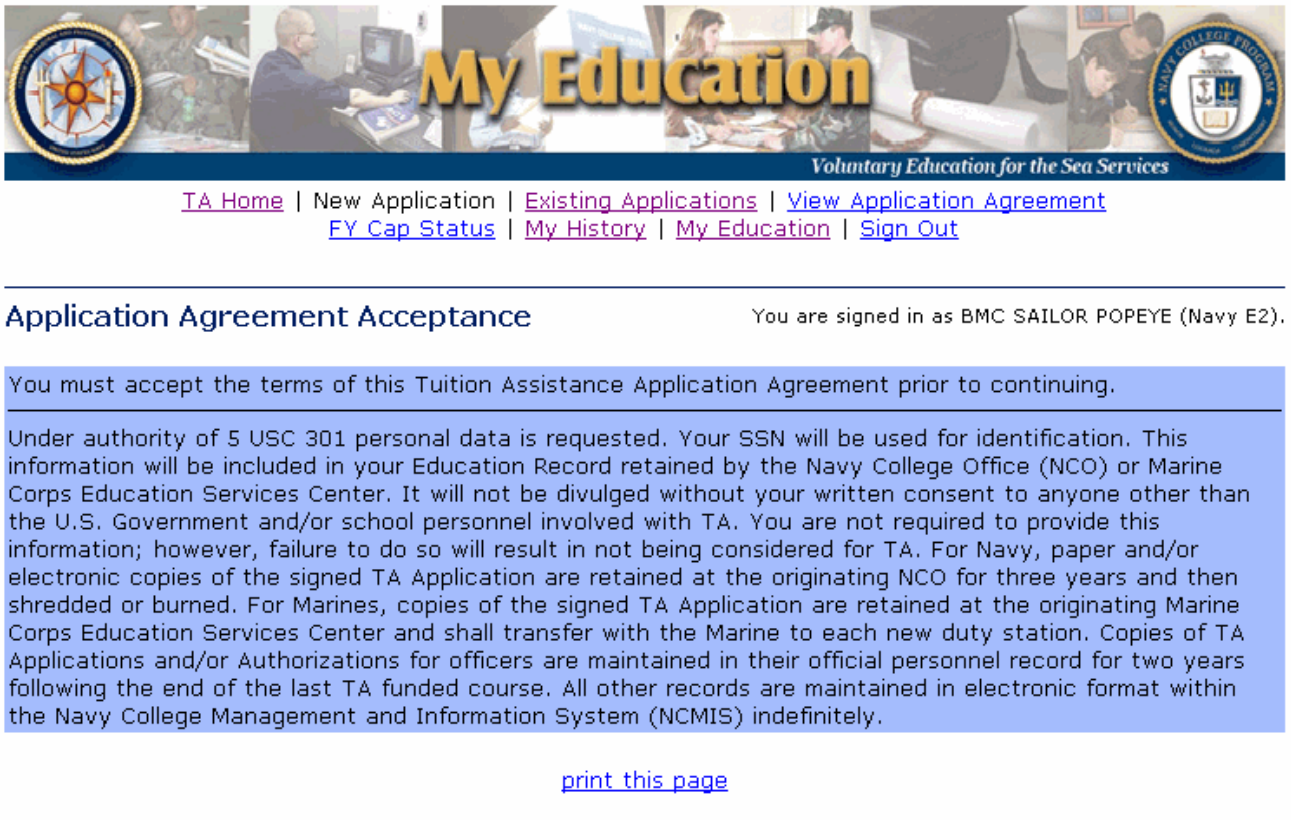
The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
Your Unit Identification Code (UIC)
A daytime phone number where you can be reached (this may be the same as your command phone number)
The name of the school you plan to attend
The course number, name, and cost per credit unit of the courses you plan to take
The amount of any applicable fees (if any)
Visit the Navy College web site at www.navycollege.navy.mil to learn more about the Tuition Assistance program.
Eligibility
Your eligibility to use this system has been verified.

- Select “Create TA Application” to start a new TA

Acceptance Agreement


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
Application Agreement Acceptance
You are signed in as BMC SAILOR POPEYE (Navy E2).
You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.
Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.
print this page

- Read the Application Agreement

Acceptance Agreement
cont'd

c. Name of school
d. Term dates involved
e. Course name/number
f. TA Authorization Voucher number

NETPDTC
Mailing Address: *Commanding Officer
NETPDTC TA Accounting N8115
6490 Saufley Field Road
Pensacola, FL 32509-5241

E-Mail Address: SFLY_TA.Navy@navy.mil
Telephone: DSN 922-1001 x2 x2
Commercial 850-452-1001 x2 x2
Fax: DSN 922-1149
Commercial 850-452-1149

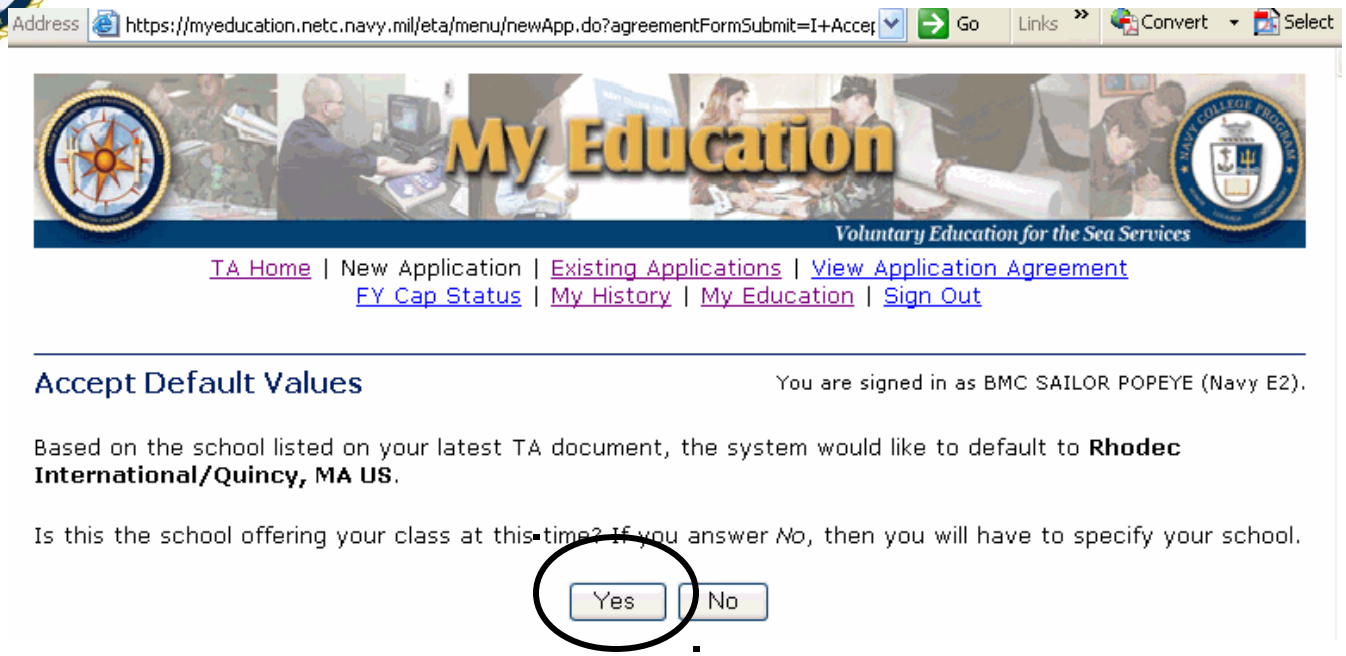
Tuition Assistance is available under Federal Law 10 USC 2007. By pressing the *I Accept* button on this web page, I certify I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

Commissioned Officers Only: By pressing the *I Accept* button on this web page, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.

I Accept | I Do Not Accept

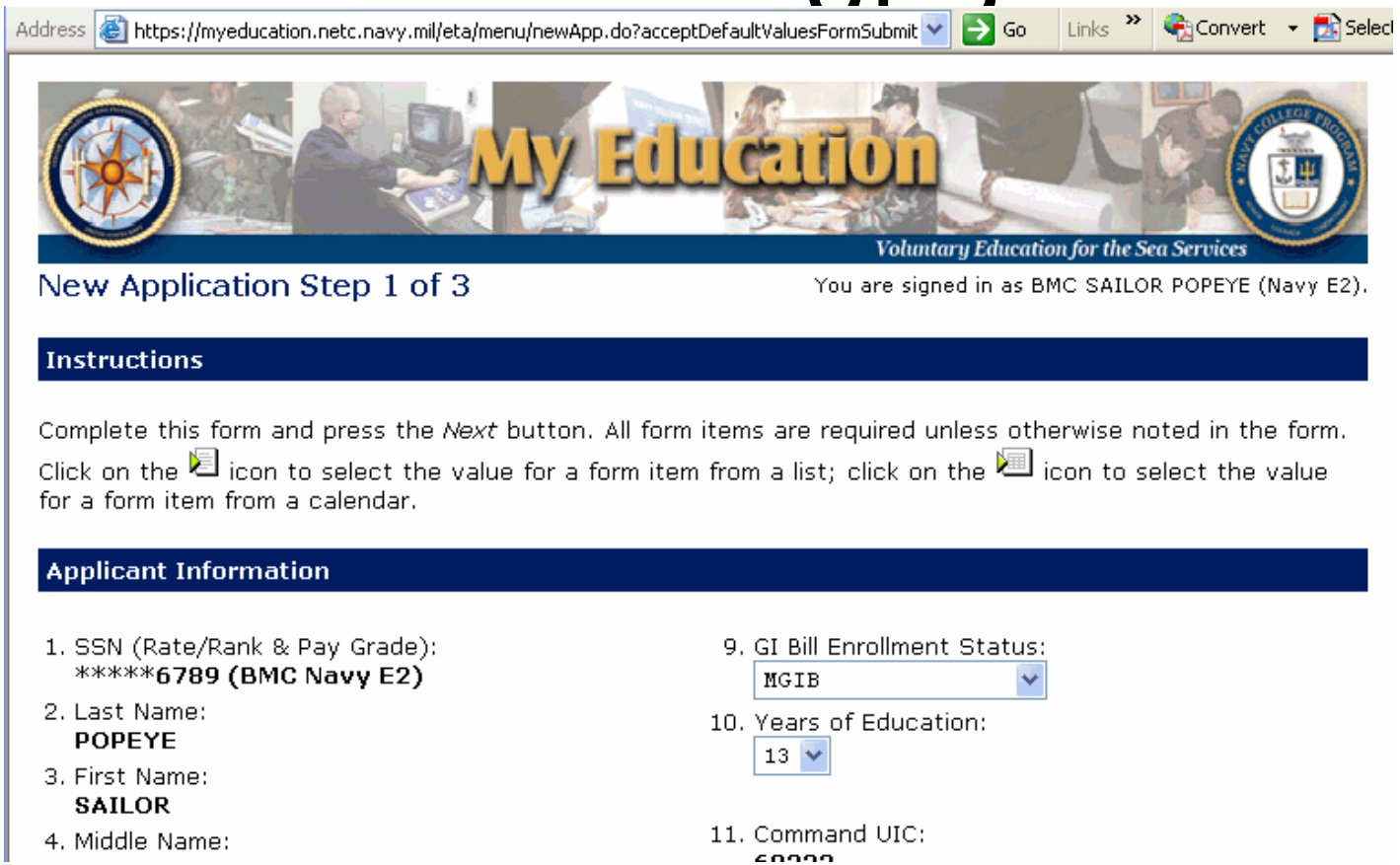
- By clicking "I Accept" you are stating you understand and agree with the Application Agreement

Default Values


Address
https://myeducation.netc.navy.mil/eta/menu/newApp.do?agreementFormSubmit=I+Accep
Go
Links
Convert
Select
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
Accept Default Values
You are signed in as BMC SAILOR POPEYE (Navy E2).
Based on the school listed on your latest TA document, the system would like to default to Rhodec International/Quincy, MA US.
Is this the school offering your class at this time? If you answer No, then you will have to specify your school.
Yes
No

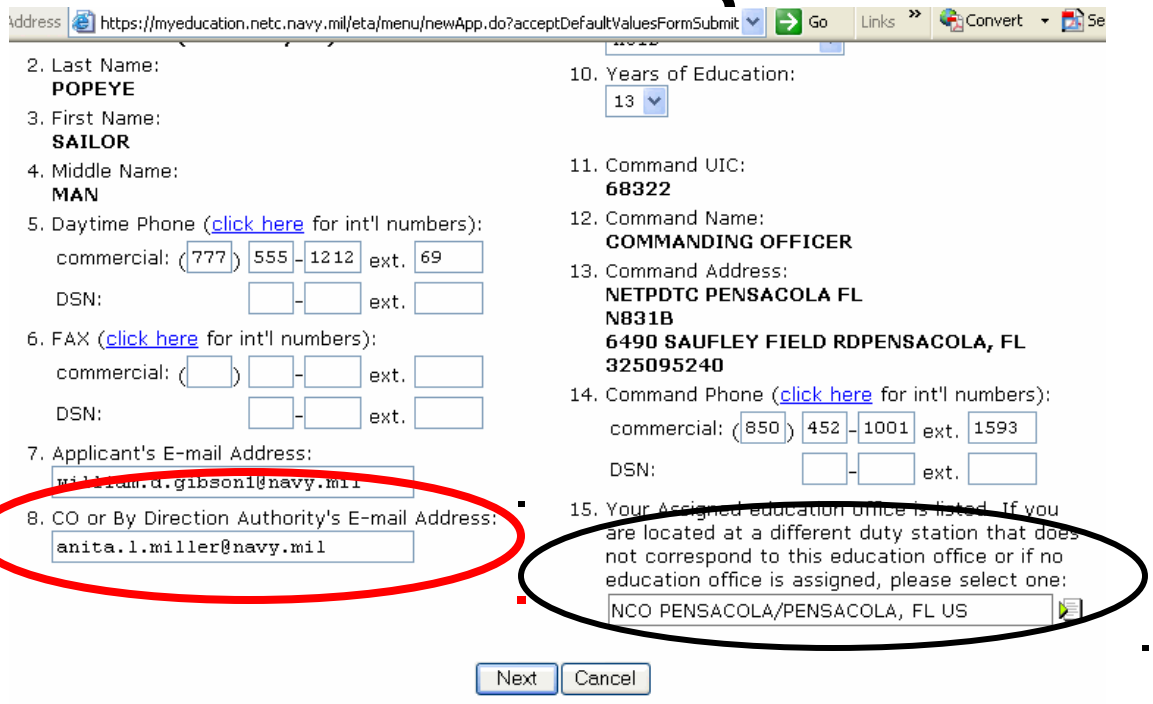
- The system assumes you are attending the school most recently attended
- Change school name on question #25
- Select “Yes”

New Application Step 1 of 3


Address
https://myeducation.netc.navy.mil/eta/menu/newApp.do?acceptDefaultValuesFormSubmit
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
New Application Step 1 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Next button. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Applicant Information
1. SSN (Rate/Rank & Pay Grade):
*****6789 (BMC Navy E2)
2. Last Name:
POPEYE
3. First Name:
SAILOR
4. Middle Name:
9. GI Bill Enrollment Status:
MGIB
10. Years of Education:
13
11. Command UIC:

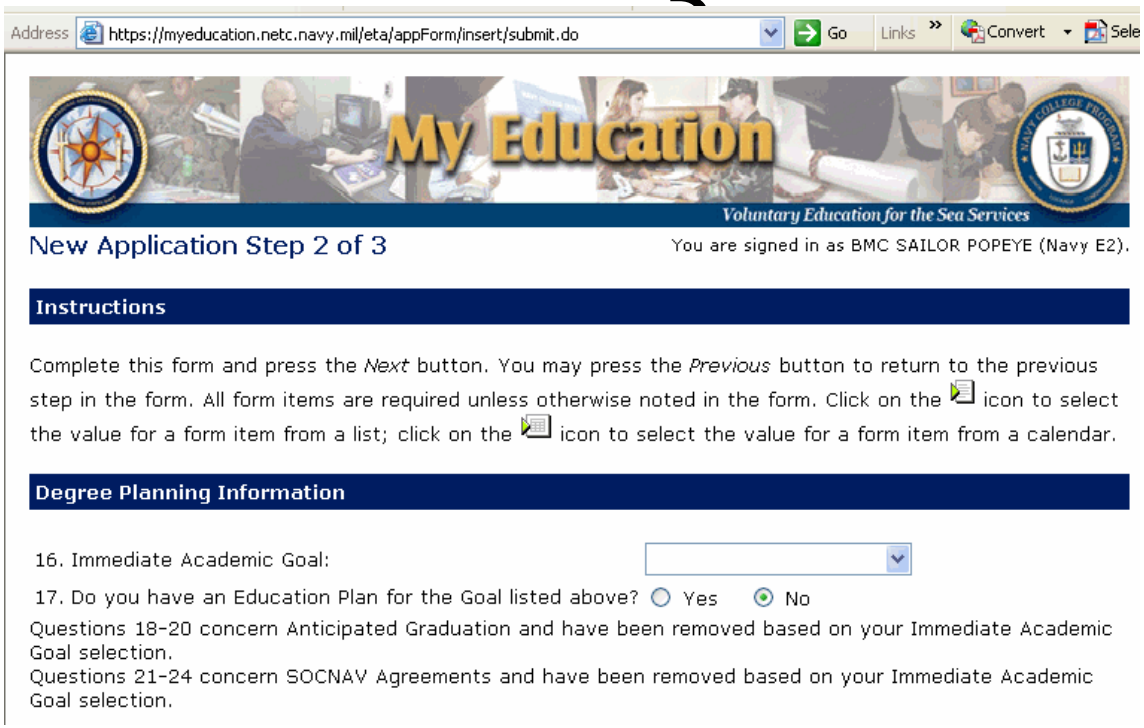
- Answer all questions

New Application Step 1 of 3


https://myeducation.netc.navy.mil/eta/menu/newApp.do?acceptDefaultValuesFormSubmit
2. Last Name:
POPEYE
3. First Name:
SAILOR
4. Middle Name:
MAN
5. Daytime Phone (click here for int'l numbers):
commercial: (777) 555-1212 ext. 69
DSN: - ext.
6. FAX (click here for int'l numbers):
commercial: ( ) - ext.
DSN: - ext.
7. Applicant's E-mail Address:
8. CO or By Direction Authority's E-mail Address:
anita.l.miller@navy.mil
10. Years of Education:
13
11. Command UIC:
68322
12. Command Name:
COMMANDING OFFICER
13. Command Address:
NETPDTC PENSACOLA FL
N831B
6490 SAUFLEY FIELD RDPENSACOLA, FL
325095240
14. Command Phone (click here for int'l numbers):
commercial: (850) 452-1001 ext. 1593
DSN: - ext.
15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one:
NCO PENSACOLA/PENSACOLA, FL US
Next
Cancel

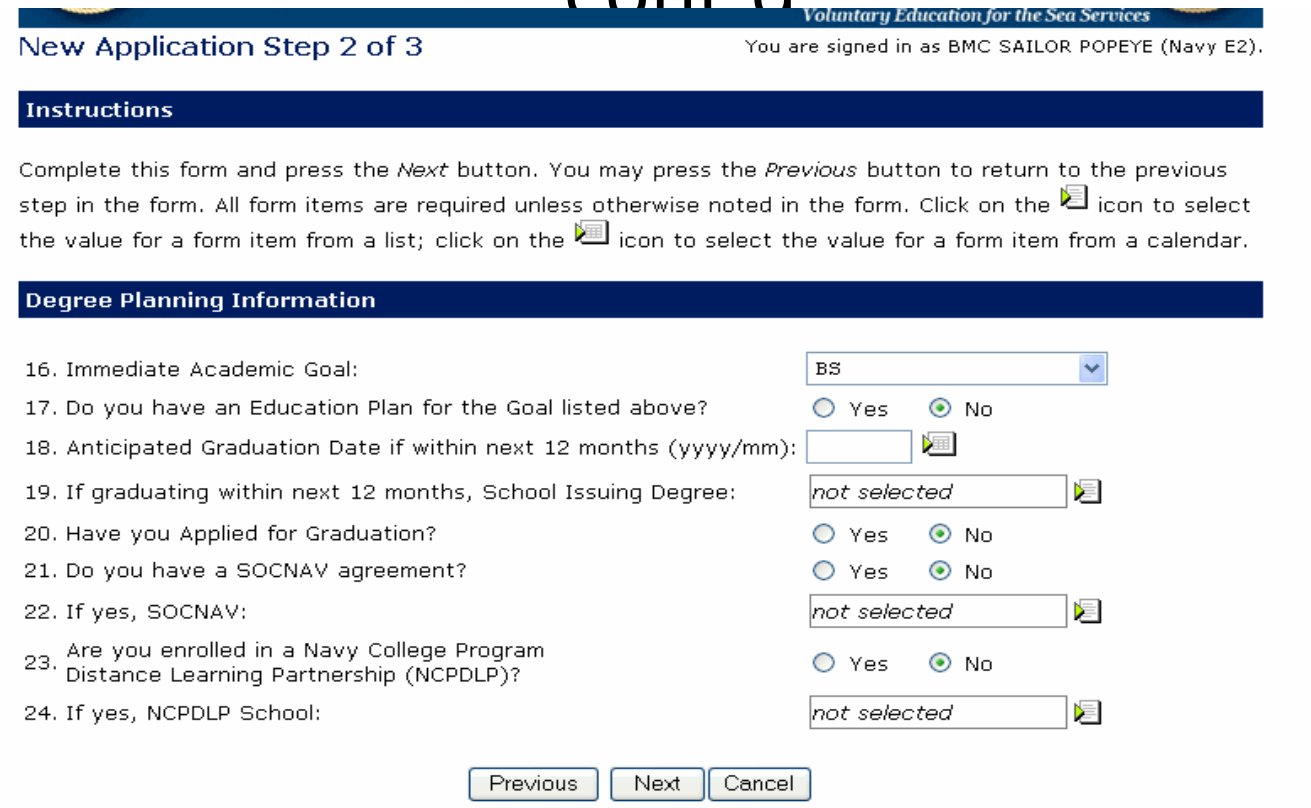
- Enter email of CO or By Direction Authority as determined by your command's internal process.
- Ensure education office corresponds to the current duty station
- Search for duty station by entering complete or partial name with wild card %
- Use base name not city to search for education office

New Application Step 2 of 3


Address https://myeducation.netc.navy.mil/eta/appForm/insert/submit.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
New Application Step 2 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Next button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Degree Planning Information
16. Immediate Academic Goal:
17. Do you have an Education Plan for the Goal listed above? Yes No
Questions 18-20 concern Anticipated Graduation and have been removed based on your Immediate Academic Goal selection.
Questions 21-24 concern SOCNAV Agreements and have been removed based on your Immediate Academic Goal selection.

- Use drop down to select immediate academic goal
- Answer if you have an Education Plan for the academic goal

New Application Step 2 of 3 cont'd



Voluntary Education for the Sea Services

New Application Step 2 of 3

You are signed in as BMC SAILOR POPEYE (Navy E2).

Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.

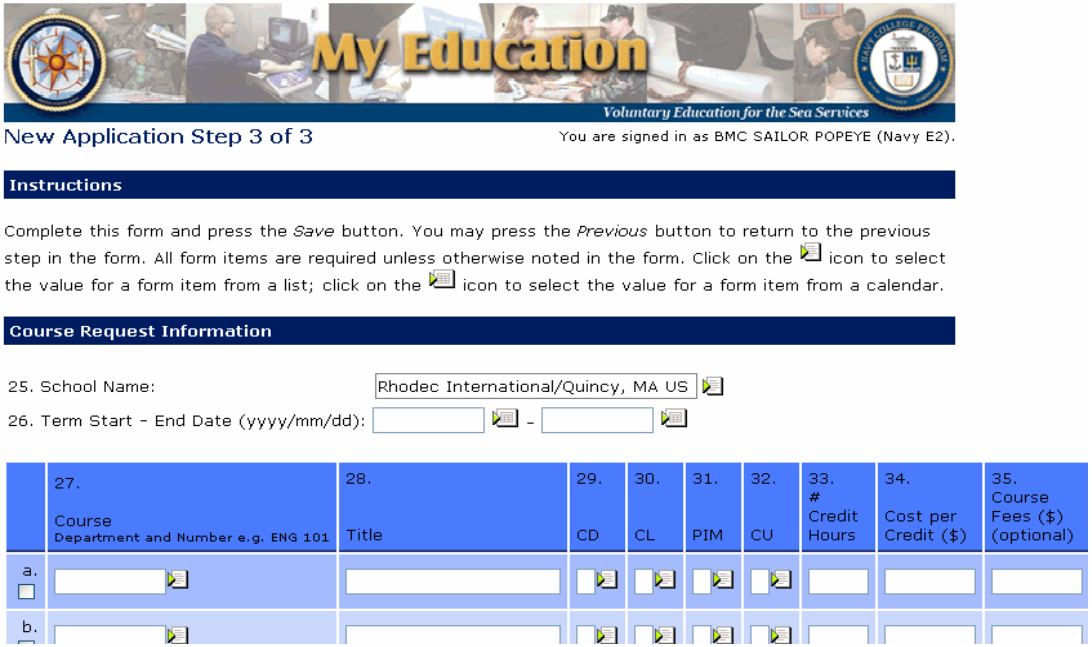
Degree Planning Information

16. Immediate Academic Goal:	BS
17. Do you have an Education Plan for the Goal listed above?	Yes / No
18. Anticipated Graduation Date if within next 12 months (yyyy/mm):	
19. If graduating within next 12 months, School Issuing Degree:	*not selected*
20. Have you Applied for Graduation?	Yes / No
21. Do you have a SOCNAV agreement?	Yes / No
22. If yes, SOCNAV:	*not selected*
23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?	Yes / No
24. If yes, NCPDLP School:	*not selected*

Previous Next Cancel

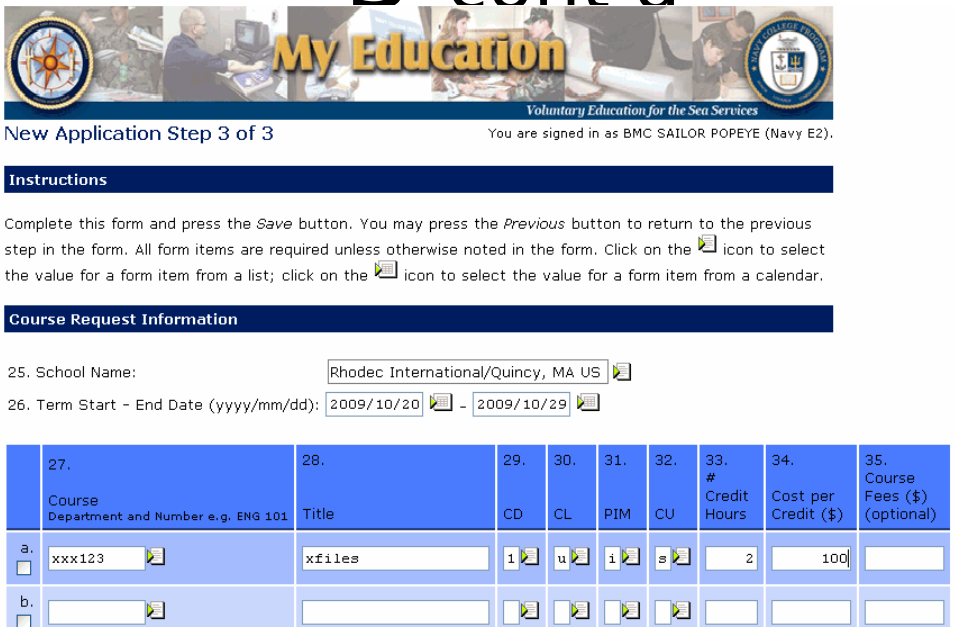
- Complete questions and select "Next"

New Application Step 3 of 3


My Education
Voluntary Education for the Sea Services
New Application Step 3 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Save button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Course Request Information
25. School Name:
Rhodec International/Quincy, MA US
26. Term Start - End Date (yyyy/mm/dd):
27. Course Department and Number e.g. ENG 101
28. Title
29. CD
30. CL
31. PIM
32. CU
33. # Credit Hours
34. Cost per Credit ($)
35. Course Fees ($) (optional)
a.
b.

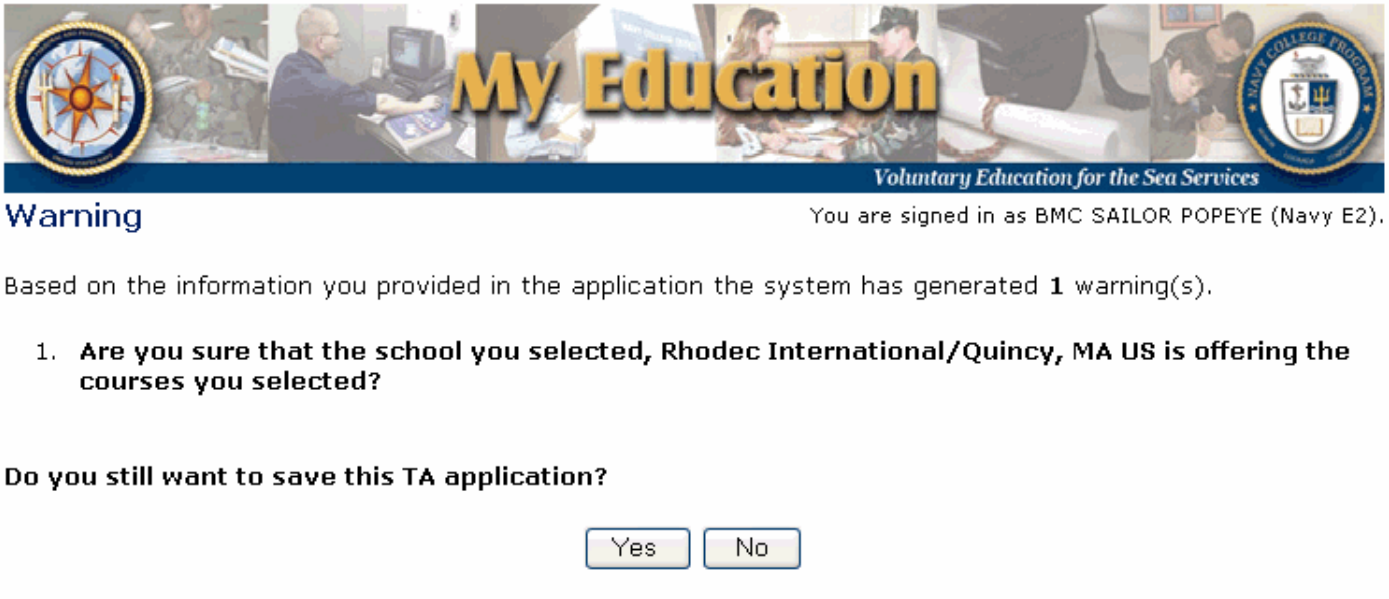
- Find school name by using % and partial name
- Use drop down Calendar to select term start/end dates
- Select box to the right of the blank box to view University course listing
- If course is not listed, enter course manually
- Type or select course description from drop down box
- Type or select course level from drop down box

New Application Step 3 of 3 cont'd


My Education
Voluntary Education for the Sea Services
New Application Step 3 of 3
You are signed in as BMC SAILOR POPEYE (Navy E2).
Instructions
Complete this form and press the Save button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Course Request Information
25. School Name: Rhodec International/Quincy, MA US
26. Term Start - End Date (yyyy/mm/dd): 2009/10/20 - 2009/10/29
27. Course Department and Number e.g. ENG 101
28. Title
29. CD
30. CL
31. PIM
32. CU
33. # Credit Hours
34. Cost per Credit ($)
35. Course Fees ($) (optional)
a. xxx123 xfiles 1 u i s 2 100
b.

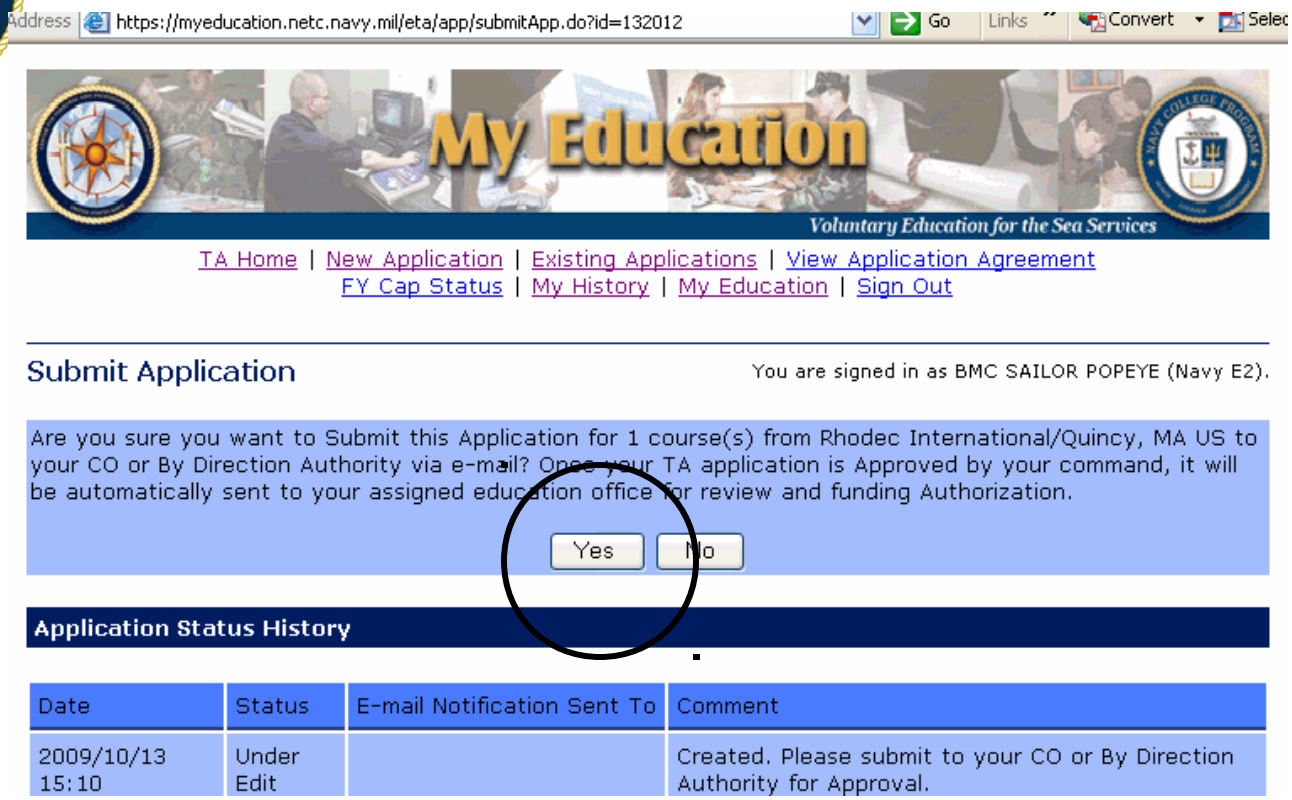
- Type or select primary instructional Mode from drop down
- Type or select Credit Unit from drop down
- Enter the total number of credit hours
- Enter the cost per credit
- Enter TA fee ONLY if it is mandatory for course enrollment
- TA authorization reduced if hourly cost exceeds $250 per semester hour (or equivalent) or your total exceeds your services FY limits
  - Government and student shares listed here are estimates only, and may not be indicative of actual TA funding.
  - Actual funding will be calculated by your education office.

Submit Application


My Education
Voluntary Education for the Sea Services
Warning
You are signed in as BMC SAILOR POPEYE (Navy E2).
Based on the information you provided in the application the system has generated 1 warning(s).
1. Are you sure that the school you selected, Rhodec International/Quincy, MA US is offering the courses you selected?
Do you still want to save this TA application?
Yes
No

- A warning appears giving you the option to make changes
- Select “No” to make changes or select “Yes” to save the application as is

Submit Application cont'd


https://myeducation.netc.navy.mil/eta/app/submitApp.do?id=132012
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
Submit Application
You are signed in as BMC SAILOR POPEYE (Navy E2).
Are you sure you want to Submit this Application for 1 course(s) from Rhodec International/Quincy, MA US to your CO or By Direction Authority via e-mail? Once your TA application is Approved by your command, it will be automatically sent to your assigned education office for review and funding Authorization.
Yes
No
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2009/10/13 15:10
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.

- Select "Yes" when TA document is completed
- The application is forwarded to your CO or By Direction Authority for approval

View Application

TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out

View Application

You are signed in as BMC SAILOR POPEYE (Navy E2).

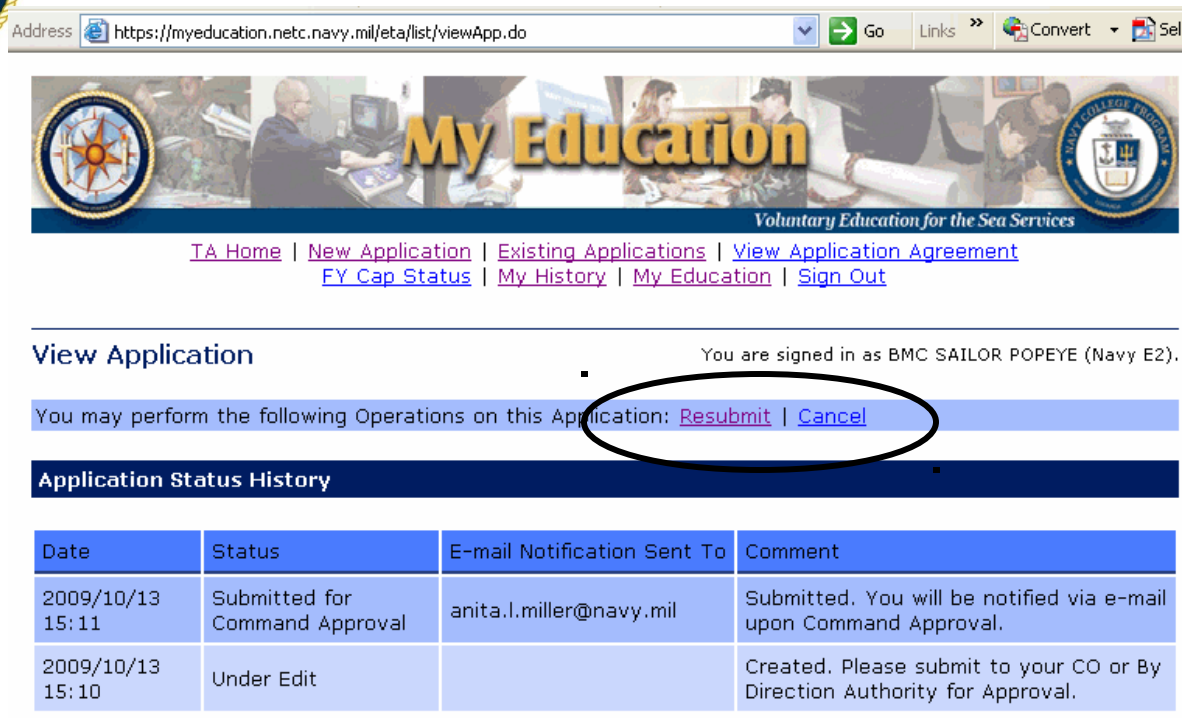
You may perform the following Operations on this Application: Change | Submit | Cancel

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/10/13 15:10	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

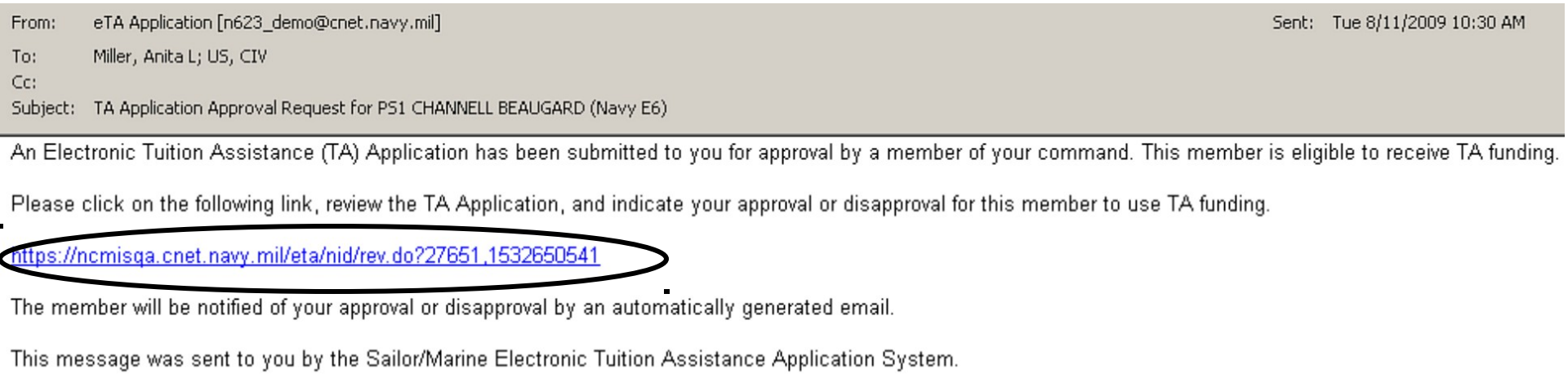
- The application has been submitted to your CO or By Direction Authority Via e-mail

Student Options


Address https://myeducation.netc.navy.mil/eta/list/viewApp.do
Go
Links
Convert
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
View Application
You are signed in as BMC SAILOR POPEYE (Navy E2).
You may perform the following Operations on this Application: Resubmit | Cancel
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2009/10/13 15:11
Submitted for Command Approval
anita.l.miller@navy.mil
Submitted. You will be notified via e-mail upon Command Approval.
2009/10/13 15:10
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.

- The student has the option of Cancelling or Resubmitting the document only if the Command has not processed the application.

Command Approval



From: eTA Application [n623_demo@cnet.navy.mil] Sent: Tue 8/11/2009 10:30 AM
To: Miller, Anita L; US, CIV
Cc:
Subject: TA Application Approval Request for PS1 CHANNELL BEAUGARD (Navy E6)

An Electronic Tuition Assistance (TA) Application has been submitted to you for approval by a member of your command. This member is eligible to receive TA funding.

Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA funding.

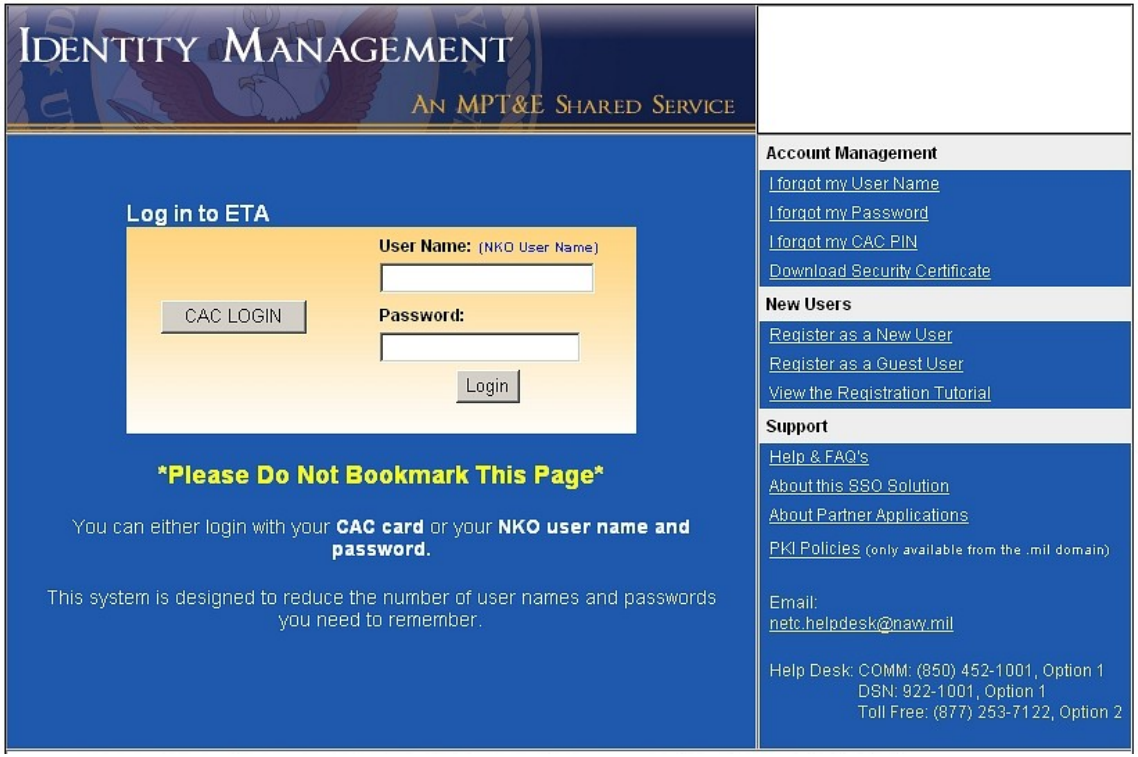
https://ncmisqa.cnet.navy.mil/eta/nid/rev.do?27651,1532650541

The member will be notified of your approval or disapproval by an automatically generated email.

This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

- The approving official receives an email requesting approval or disapproval in TA funding
- To approve or disapprove click on URL listed, or cut and paste the URL to the web

Command Approval cont'd


IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
Log in to ETA
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@navy.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

- The URL redirects you to a Log-in screen
- The approving official logs-in by CAC or NKO user name and password

Command Approval Electronic Signature

- Complete the reviewer's information and select "Approve" or "Reject"

E-mail Notification To Student

-----Original Message-----
From: eTA Application {mailto:n623_demo@cnet.navy.mil}
Sent: Thursday, September 16, 2010 14:14
To: Sailor, Joe
Subject: FW: Tuition Assistance request approved

Joe Sailor,

Your request for tuition assistance has been approved.

Please log in to https://myeducation.netc.navy.mil/ to view and print your approved document. Click on "My Tuition Assistance (WebTA)" then "Existing Applications". Look for existing applications with an "Authorized" status. Click "View" and then "Print Document".

You may also contact your education office to have the document faxed or mailed to you.

School: Park University
Term Start Date: 31-Oct-2010
Term End Date: 31-Dec-2010

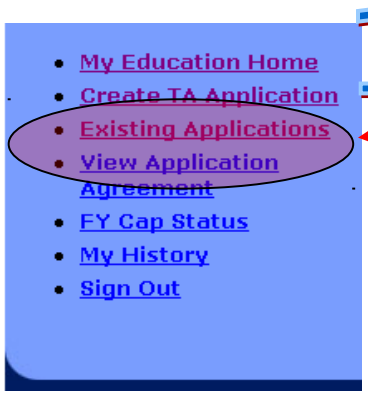
*
CSI100 INTRO TO FORENSICS [1.0 hours]

This is an auto-generated email. Please do not reply.

- Student receives an email on approval or disapproval of TA by approving official
- Student may review the status of the TA application selecting URL in email

Where is my TA Voucher?

Return to https://myeducation.netc.navy.mil/



1 Click on **Existing Applications**

2 Click **View** for Existing Applications

	Creation Date	Last Update Date	School	Start Date	End Date	Status
View	2009/10/19 08:25	2009/10/28 09:53	Commonwealth Inst of Funeral Service/Houston, TX US	2009/10/20	2009/11/26	Authorized

3 Click **Print Document**. Approved document returns for student to print and provide to school.

You may perform the following Operations on this Application: *none* (Operations are not permitted on Canceled or Archived or NEC Approved Applications.)

Print Document

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/11/03 01:26	Authorized		Your application for tuition assistance has been approved.
2009/10/19 14:28	Command Approved	charles.giorlando@navy.mil	Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY

Applicant Information

NAVEDTRA 1560/5 **TUITION ASSISTANCE AUTHORIZATION** NWA201000003
28-OCT-2009

SSN: [illegible] NAME: RATE CTRSN
SCHOOL CODE: 4588A INSTITUTION: Commonwealth Inst of Funeral Service

ENROLLMENT INFORMATION

TERM DATES START: 20-OCT-2009 END: 26-NOV-2009

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
EDU 01	Curriculum Development	3.0	$750.00	$775.00
CSC342	Programming Logic	3.0	$750.00	$775.00
BIO 222	Basic Human Functions	3.0	$750.00	$775.00
TOTAL:		9.0	$2,250.00	$2,325.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

Your signature here

Applicant's Signature

850-7774826
Phone

NWA201000003
AUTHORIZATION NUMBER

28-OCT-2009
DATE AUTHORIZED

//SIGNED
E-Signed By: JOHN COLLIS 0
a4436498dd1235f4a2eb4fb61d47c3bf16fb7101
SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL

A copy of this form must be returned to my Navy College Office if it is canceled or amended in any way. I will indicate action taken on the returned form. Failure to notify my Navy College Office of course cancellation or amendment may result in a collection against me, via my Commanding Officer. Student info can be found at: https://www.navycollege.navy.mil/pdfs/TAStudentNewsletter.pdf

Schools should send invoices electronically via Wide Area Work Flow (WAWF).For invoicing and grade submission information, schools should refer to the Tuition Assistance WAWF Invoice and Grade Submission Guide at: https://www.navycollege.navy.mil/nta.cfm#wawf

Correspondence may be sent to:

COMMANDING OFFICER
NETPDTC N8132
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

FOR OFFICIAL USE ONLY: This document may contain Personal Data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

After printing the TA Voucher, Sailors MUST sign and deliver to the school